

**Garrett Middle School
Athletic Handbook
2017-2018**

Athletic Department Philosophy

It is the intent of Garrett Middle School to encourage and allow athletic participation while maintaining academic integrity and exemplary citizenship. Athletes should realize that participation in athletics is a privilege with definite responsibilities. Participation will be based upon parental consent, the athlete's acceptable academic progress, and citizenship status.

Garrett Middle School has adopted and will adhere to the following principles established by the High School Athletic Department.

Garrett High School Athletics will:

- 1. Promote the growth of the whole person in our students through athletics with emphasis on scholarship, leadership, community, character, and sportsmanship*
- 2. Help our young people maintain a balance between academics, activities, and social / family life.*
- 3. Achieve athletic excellence with integrity by following the letter and the spirit of the rules.*
- 4. Develop diverse athletes and the collective spirit of our school by encouraging multi-sport athletes who share common training practices and common service projects.*
- 5. Evaluate everything we do by asking:
"Is it best for our kids and does it protect the pride and traditions of our school?"*
- 6. Give kids a great experience remembering they are here to compete and have fun.*

SPORTSMANSHIP

The following rules are to be followed by ALL PLAYERS, MANAGERS, COACHES, and PARENTS.

- 1. Remember, this is a school athletic event and mistakes will be made. Do not criticize athletes. Encourage them.*
- 2. Always respect opposing players, coaches, and spectators. Never cheer if one of them is injured.*
- 3. Respect Game officials. Understand they are people, like you, who are doing their best to support our youth.*
- 4. Never use inappropriate language.*
- 5. Encourage those fans around you to model appropriate behavior.*
- 6. Remember, a ticket to a school athletic event is not a license to verbally assault anyone, including officials, coaches, and players from either team.*

ATHLETIC PARTICIPATION OUTSIDE OF GHS & IHSAA INTERSCHOLASTIC SPORTS

GHS and IHSAA athletics are to be valued above all other athletic events not sponsored by our school. Club / AAU/ Travel types of teams, are an option chosen by families, never necessary for GHS participation, and should never come before GHS or GMS practices or contests. If conflicts arise, regardless of the reason, all GMS athletes must attend their GMS practice or contest. This policy is effective for all in-season IHSAA sports. Off-season and summer workouts can never be made mandatory by coaches; however, the spirit of this policy is still intended to encourage all athletes to value their GHS/GMS teammates above other similar groups.

Garrett Middle School Athletic Eligibility

In order to be eligible for athletic participation, students must meet all of the following criteria:

1. Must be passing all classes in which they are currently enrolled.
2. Must have an IHSAA Pre-Participation Physical on file with the Athletic Department completed between April 1st and the first day of athletic participation.
3. Must complete a Concussion Acknowledgement form.
4. Must complete all online Participation Agreement forms.
5. You must have ten GMS team practices in your sport prior to participation in the first contest.
6. The IHSAA does not allow participation in non-school contests after the first authorized contest date in that sport. GMS respects the authority of the IHSAA and strongly encourages parents and athletes to adhere to the policy.

Academic Eligibility

Garrett Middle School student-athletes are expected to strive for academic, as well as athletic, achievement and success. Athletes are expected to maintain passing grades at all times in order to be eligible to participate in athletics at Garrett Middle School.

Grades will be checked periodically throughout the year.

- Students with grades below 60% are placed on Academic Probation.
- Consequences of Academic Probation:
 - suspended from participating in games, meets, matches, and all competitions
 - should spend the first hour of scheduled practice time studying or completing homework
 - must attend all practices to remain in good standing with the team
 - may attend home contests, but will not travel to away contests
 - grades will be checked any time at the request of the student and/or parent
 - **failing students are not removed from the team**
- As soon as a student is passing all classes, they are completely reinstated and may return to the team with no restrictions.
- Failing students who are completing all classwork to the best of their ability will not be suspended from participation.

Athletic Dress Code

Student-athlete attire must always comply with school dress code when representing Garrett Middle School. This includes before and after contests regardless if they are home or away events.

- Shirts are to be worn at all times by all athletes.
- Sports bras are not to be exposed.

Cell Phones

- Cell phones are not to be used in locker rooms under any circumstances.
- If an athlete must use their cell phone they are required to step out of the locker room to do so.
- Under no circumstances should a cell phone, or any other device, be used to photograph or video in any locker room.

Computers

- Computers/devices should not be taken to any away contests.
- Computers must always be secured in the student's assigned locker during practices or games.

Holidays, Sundays, and Snow Days

- No practices will be scheduled on Thanksgiving Day, Christmas Eve, or Christmas Day.
- Any GMS practices occurring during a holiday vacation must be pre-approved by the Athletic Director.
- There will be no GMS Sunday practices under any circumstances.
- G-K-B coaches may not coach GMS athletes on Sundays in any capacity.
- If school has been closed due to weather conditions, all scheduled athletic activities are also canceled.
 - Special circumstances, such as tournament play, may be an exception if weather conditions allow for safe travel and it is approved by the administration.

Attendance

- Any student absent from school on the day of a game or practice is not eligible to participate in that day's event.
- Students arriving to school after 9:30 a.m. may not participate unless there is an excused absence with a note by licensed medical or dental personnel.
- Excused absences will be under the discretion of school administrators (funeral, court, etc.).
- Students leaving school early due to illness may not return for athletic activities.
- If a student athlete wishes to be involved in activities outside the school extracurricular programs, they must understand missing school sponsored practices and/or games will not be tolerated. The athlete may be suspended for a determined period if this rule is violated.

Participation in Physical Education Classes

- Students too ill/injured to participate in PE will also be considered too ill/injured to participate in athletics.
- Athletic contests do not excuse PE students from any participation in class.
- A parent's note excusing a student from participation in class will also be regarded as a note to be excused from participation in that day's practice or contest.
- A doctor's note excusing a student from participation in PE or restricting participation will also carry over to athletics.

Completing an Athletic Season

- Athletes who choose quit any athletic team should inform the coach or Athletic Director by meeting with them and having a conversation.
- Athletes who quit a team may not participate in another sport during that same season.
- Athletes who quit a team may not begin open gyms or conditioning for another sport until the team they quit has finished the season.

Garrett Middle School Athletic Transportation Policy

All student-athletes will use the school provided transportation to and from all athletic events.

- Any student unable to ride the bus home from a team contest or event for any reason, other than in an emergency situation, should not attend the event.
- Exceptions to this policy may be considered if a written request is received at least one school day in advance.
- Written requests should be sent to the athletic department or middle school office.
 - Requests will only be approved in rare instances or if there are unusual extenuating circumstances.
- Student-athletes who are excused from riding the bus back to the school may only leave with a parent/legal guardian.

Extracurricular Code of Conduct

1. Students representing Garrett Middle School must exemplify high standards of moral integrity and good sportsmanship, both in and out of school. The purpose of the Extracurricular Code of Conduct is to provide the Garrett student with consistent guidelines to govern all extracurricular programs. **ALL STUDENTS PARTICIPATING IN EXTRACURRICULAR ACTIVITIES ARE SUBJECT TO THIS CODE.**
2. Rules and corrective steps suggested by the Extracurricular Conduct Council:
 - A. Smoking, possession or use of tobacco, possession, transmission or use of alcoholic beverages and possession, transmission or use of drugs or drug paraphernalia, unless prescribed to correct an illness, are violations of the rules. Action to be taken will be as follows:
 - 1) During the school year:
 - a) First offense is immediate suspension for 25% of total regularly scheduled activities for the semester or for a specified number of performances in co-curricular activities plus a conference with parents. If there is no conference, suspension will be for 50% of total activities. If the semester expires before completion of the suspension, suspension will carry over to the next semester. Sponsors of organizations which have a service element may also require the student to complete 5 hours of verifiable community service ((I.C. 20-8.1-5.1-18, subsection B-9). It is recommended that parents or guardians seek professional help, at parental expense, for student when violation involves alcohol or a controlled substance.
 - b) Second offense is immediate suspension from the activity for 50% of total regularly scheduled activities for the semester plus conference with parents and professional therapy. If over 50% of the semester has expired, suspension will continue into the following semester, or school year, if applicable. Student will not be reinstated to any activity/ organization until the principal (or designee) receives verification that treatment has been completed. In addition, sponsors of organizations which have a service element may also require the student to complete 10 hours of verifiable community service ((I.C. 20-8.1-5.1-18, subsection B-9).
 - c) The third violation will cause the student to lose eligibility for participation in any extracurricular activities at Garrett Middle School during his/her middle school career.
 - 2) Outside of school year:

- a) First offense will cause suspension for the first 25% of the first semester after the new school year starts, with requirements the same as first offense during the school year. Co-curricular sponsors will determine 25% of performances and student will be suspended for that time.
 - b) Second offense will result in suspension from 50% of the first semester after the new school year starts, with the same stipulations for the second offense during the school year.
 - c) The third violation will result in student ineligibility to participate in any extracurricular activities at Garrett Middle School.
- B. Other major areas:
- 1) Disrespect or insubordination towards sponsor, chaperone or school administrator.
 - 2) Committing a felony or misdemeanor.
 - 3) Violation of local, state or national rules for specific extracurricular organizations.
 - 4) Stealing from schoolmates, the school corporation or other schools. It is also realized that some of these violations are already covered in the student handbook.
3. Any alleged violation of 2A or B will result in the following:
- A. The principal (or designee) shall conduct an interview with the student to determine if student has violated the code.
 - B. If the administrator finds the accused student to be in violation, he/she shall call for an Extracurricular Council meeting with 48 hours (excluding weekends) of the violation. After being informed of said violation, council members will decide consequences by majority vote.
 - C. Parents will be informed by certified mail of the action taken.
4. If the parents do not agree with the action initiated by the Extracurricular Council for a violation of 2A or B, they will have the right to a due process hearing, and the following format will be followed:
- A. Upon receipt of the notification of the findings, the parents have five (5) school days to contact the school administrator requesting a hearing.
 - B. The principal (or designee) will preside at the hearing.
 - C. Those in attendance will be the Extracurricular Council members, parents, and the student.
 - D. The informal hearing procedures provide for in Public Law 162 are applicable.

In-School or Out-of-School Suspension

- A suspended student may not participate in any after school activity, including practices and games, at or away from school during their suspension.
- Any additional consequences for the student's suspension will be under the discretion of school administrators and the coach.

Required Forms for Participation

1. IHSAA Pre-Participation Physical
2. Head Concussion Acknowledgement Form
3. GMS Online Athletic Participation Agreement, including Drug Testing Consent

All forms can be obtained by going to the Garrett Keyser Butler website, click on Middle School, then Athletics. <http://www.gkb.k12.in.us/>

IHSAA Pre-Participation Physical Examination

- All students must have an IHSAA Pre-Participation Physical Evaluation completed by a licensed physician on file in the Middle School Athletic Department prior to participating in try-outs or practice for any athletic team sponsored by Garrett Middle School.
- The IHSAA Pre-Participation Physical Evaluations may be submitted to coaches since they are acting on behalf of the Athletic Department. After determining the paperwork is acceptably completed, they will submit the forms to the Athletic Director or the Administrative Office.
- Students will not be allowed to participate in any physical activity until the Athletic Department has the completed Pre-Participation Physical on the GMS campus.

Under NO circumstances will a student be eligible to participate if any of the following apply:

- A Physical has been completed, but not been turned in to the Athletic Department.
- A Pre-Participation Physical has been completed by a physician, but has not been signed and dated in all required sections by the student, the parent/guardian, and the physician.
- A Pre-Participation Physical was completed during the previous school year prior to April 1st.
- A Pre-Participation Physical examination was completed but the student was “not cleared for participation” by the physician who performed the exam or by a specialist who examined the student more extensively for an abnormal condition detected during the Pre-Participation Physical Examination.

Incomplete Pre-Participation Physicals Course of Action

- If the Athletic Department receives an incomplete Pre-Participation Physical, the student athlete is not eligible for participation until all information has been completed.
- A copy will be kept on file in the Athletic Department and the original Pre-Participation Physical will be returned to the student.
- The student-athlete is expected to return the incomplete forms to the parent/guardian and then return the completed forms to the Athletic Department.
- The student-athlete will immediately eligible for participation once the Athletic Department receives the completed forms.
- Participation will not be allowed until the completed Physical is received by the Athletic Department, however if the student is planning to return to participation he/she is expected to attend all team practices.

There are no exceptions to this policy or circumstances under which it will not be enforced.

Head Concussion Acknowledgement Form

- Indiana State Law requires all athletes and their parent/guardians are provided with an informational fact sheet on the signs and symptoms of concussions. Forms may be obtained in the Middle School Office, from the Athletic Office, or online from the CDC.
- More information can be obtained on the Center for Disease Control website:
- http://www.cdc.gov/concussion/headsup/pdf/Parent_Athlete_Info_Sheet-a.pdf

Athletic Participation Agreement (To Be Completed Online)

- Parents and athletes must complete the Athletic Participation Agreement forms online prior to participation in any athletics at Garrett Middle School.

- The online form includes:
 - Student Conduct Agreement
 - Student Drug Testing Agreement
 - Student Informed Consent
 - Parent Conduct Agreement
 - Parent Informed Consent
 - Permission to seek emergency medical care
 - Insurance Notification and Waiver
 - Medical Expense Liability
 - Drug Testing Acknowledgement

- The Online Athletic Participation Agreement can be found on the Garrett Keyser Butler website.
 - Click on Middle School,
 - then Athletics,
 - then Athletic Participation Form.
- After completing the online form, click "submit." Do not print the form to turn in.